



Board of Commissioners Meeting Minutes

June 14, 2021

Chairman Steve Fox called the meeting of the Board of Commissioners to order at 7:00 p.m. via Zoom video conferencing. Commissioner Copple and Commissioner Geiger were present. Chief Halverson, Deputy Chief Fulcher and District Secretary, Cathy Barth, were present. Members of the public were in attendance.

Additions to Agenda – Commissioner Fox added two Executive Sessions, one for a personnel evaluation and the other for a personnel contract. Also added to New Business were discussion about the Quarterly Newsletter, the Cushman Model, a Vice Chair position for the Board and plans for the administration and old sleeper quarters buildings. Added to Old Business a discussion about the recruitment agency for the Chief Officer position.

Public/Staff Comments – No comments.

Consent Items –

A motion to approve the Minutes of May 10, 2021, was made by Commissioner Geiger, seconded by Commissioner Copple, and passed. Commissioner Fox abstained.

A motion to approve the Minutes of May 24, 2021, as amended was made by Commissioner Fox, seconded by Commissioner Geiger, and passed unanimously.

A motion to approve the payroll in the amount of \$129,889.17 was made by Commissioner Fox, seconded by Commissioner Copple, and passed unanimously.

A motion to approve the following vouchers for payment: Voucher numbers: 0273 through 0324 and totaling \$74,164.06 as verified by the District Secretary was made by Commissioner Fox, seconded by Commissioner Geiger, and passed unanimously.

A motion to approve the following Safety Center vouchers for payment: Voucher numbers: 0034 through 0051 and totaling \$217,021.41 as verified by the District Secretary was made by Commissioner Fox, seconded by Commissioner Copple, and passed unanimously. Voucher numbers 032 and 033 were inadvertently skipped during processing.

Commissioner Fox under the emergency order restricting public meetings and District 5 Resolutions 2020-01 and 2020-02, authorized Chief Halverson to sign the payroll and vouchers for this month.

Chief's Report – See attached.

Commissioner Geiger inquired about the posting on the Washington Fire Chief's website for the Chief Officer position. Chief Halverson reported that he posted the position on the website. The recruiting agencies have no issue with our searching for a candidate as long as each candidate goes through the same process as the candidates they find.

Commissioner Geiger inquired if there was an opening date for the new station. Chief Halverson replied that there is no definite date at this time.

Secretary's Report – No report.



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Old Business –

Chief Officer Proposal -

Chief Halverson has chosen Strategic Government Resources (SGR) a recruiting agency. The Chief discussed the agency's qualities, experience, qualifications, guarantees and contract requirements. SGR feels that the process will take about 3 months to complete.

Commissioner Geiger suggested that the Commissioners be allowed to review the proposals from each of the agencies that responded to the request for proposals (RFP). Chief Halverson replied that generally choosing an agency is an administrative job. He stated that he is fine if the Commissioners would like to make the choice. Chief Halverson shared with the Commissioners the process he utilized to reach the decision to choose SGR. Commissioner Geiger asked if the Chief had received recommendations from the other agencies, Chief Halverson replied that he had received some recommendations and he would be speaking to another Fire Chief tomorrow. The Chief reported that if the District pursues recruiting in addition to the SGR recruiting, that the candidates we find would need to go through the same process as those recruited by SGR. Generally the recruiting agency will recommend a group of candidates and if the District does not choose from that group the guarantee would not be binding.

A motion to approve Strategic Government Resources recruitment agency was made by Commissioner Fox, seconded by Commissioner Cople, and passed unanimously.

New Business –

Surplusing old EOC trailer – Commissioner Geiger asked that the vehicle identification number (VIN) be included on the surplus list.

A motion to authorize Chief Halverson to dispose of the EOC trailer in a manner consistent with District policy was made by Commissioner Fox, seconded by Commissioner Geiger, and passed unanimously.

Vice Chair Board position - A motion to establish Commissioner Geiger as the Vice Chair was made by Commissioner Fox, seconded by Commissioner Cople, and passed. Commissioner Geiger abstained.

Quarterly Newsletter – Commissioner Geiger mentioned that with all the changes going on in the Fire District it would be a good time to provide the residents with a newsletter. He suggested that an online version might make the process easier and perhaps we should consider moving that way now that we have a working website. Commissioner Fox expressed his desire to continue the mailed out flyers and consider moving to an online version at some point in the future. Commissioner Cople expressed that keeping the public informed via Facebook connects the public more viscerally. The District needs a better public interface. The task of presenting current issues on public media sources needs to be assigned to someone. Chief Halverson suggested a hybrid plan, perhaps a biannual newsletter and more social media involvement. Commissioner Geiger would like to see a newsletter produced soon.

Cushman Model – Commissioner Geiger asked that the Cushman model be revisited to include the increased cost of goods, consideration of the assessed value of the new homes in the area and the funds needed for pay outs for retiring employees. He asked that it be presented to the Board at the July 12th meeting. Chief Halverson suggested that we push the review out to August or September as Deputy Chief Fulcher is an integral part of getting the new station functional for the move. Commissioner Fox suggested the August 9th meeting.



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New Business – *continued*

Plans for the current Administration and old Sleeper Quarter buildings – Commissioner Geiger inquired as to the plans for the Administration and old Sleeper Quarters, Chief Halverson replied that at this time there is no plan. Conversations are still being held regarding the buildings. Once we have moved into the new station we will begin work on a plan for those two buildings. Commissioner Geiger commented that perhaps the old Sleeper Quarter building could be used for rescue training. Chief Halverson feels that the cost of building construction is a factor we need to consider before destroying the existing structures.

Executive Session -

A motion to recess to Executive Session until 8:35 p.m. per RCW 42.30.110 for the purpose of discussing a personnel evaluation was made by Commissioner Fox, seconded by Commissioner Geiger, and passed unanimously at 8:20 p.m. Commissioners Fox, Copple, Geiger, Chief Halverson and Deputy Chief Fulcher were in attendance.

At 8:35 p.m. Commissioner Fox informed those waiting in the Zoom waiting room that the meeting would need to be extended for an additional 15 minutes. At 8:37 p.m. the Executive Session resumed. Executive Session adjourned at 8:52 p.m. No actions were taken.

Returned to the regular meeting.

A motion to recess to Executive Session until 9:10 p.m. per RCW 42.30.110 for the purpose of discussing a personnel contract was made by Commissioner Fox, seconded by Commissioner Geiger, and passed unanimously at 8:53 p.m. Commissioners Fox, Copple, and Geiger, were in attendance.

The Executive Session adjourned at 9:10 p.m. No actions were taken.

Returned to the regular meeting.

Commissioner Fox was given the action item of contacting the District's attorney.

Commissioner Comments – Commissioner Fox expressed his happiness over the near completion of the Public Safety Center and stated he looks forward to moving in and resuming in person meetings.

Commissioner Geiger echoed those sentiments. He also reminded staff to put their best foot forward when working or communicating with our residents, and to remember they are who voted to provide us with a new fire station.

Adjourn - Being no further business, a motion to adjourn was made by Commissioner Fox, seconded by Commissioner Copple, and passed unanimously.

The meeting adjourned at 9:12 p.m.

Cathy Barth
District Secretary